

BHAVIKA VADOLIYA

MEDICAL TRANSCRIPTIONER

CONTACT

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PROFILE

Accurate and motivated Medical Record Transcriptioner cum MRD Excecutive with an extensive experience in performing various types of medical data. Skilled at providing excellent service in software bases, conducting medical documents.

Having accumulated over 5 years of experience as a Medical Transcriptionist in NABH-accredited healthcare facilities (5th edition).

EDUCATION

B.Com.

2019
M.J. Kundaliya Commerce
College, Rajkot (Saurashtra
University)

HSC

2015
Sarasvati Vidhyamandir, Rajkot
(GSHEB)

SSC

2013
Maruti Motherland School,
Rajkot (GSEB)

PROFESSIONAL EXPERIENCE

1. GOKUL HOSPITAL (Rajkot)

Medical Transcriptioner | Jan'2019 to Sept'2024

- Experienced of preparing databases and MRD filing as per 5th edition of NABH & handling NABH inspection as well as query, if any.
- Creating and modifying summary of Discharge / Death / LAMA patient with / without the help of medical officers.
- Accurate capture, posting, and re-verification of patient charges for hospital services used during admission.
- Upgrading daily basis Indoor patient's case file in a software base.
- Helping to maintain meticulous medical records, and made changes when necessary
- Working well with doctors and medical professionals.
- To Arrange the Medical Record File in given order.
- Verifying Indoor Patient Case File.
- Maintain records for Normal / Medico-legal / Death cases in a specified order.
- Maintaing on Paper and Computerised Data (Scanned) of MRD File of each patient.
- Active and Passive Audit of Indoor Patient file on daily basis.
- Generating Medical Certificates as per Patient's requirement as advised by Physician / Surgeon For Outdoor Patient / Indoor Patient).
- Generating reportings, Such as 2D Echo, Differential Angiography / Angioplasty reports (as provided by a consultant).

SKILLS

TYPING SKILLS | MEDICAL TERMINOLOGY |
TRANSCRIPTION SOFTWARE | TIME MANAGEMENT |
MEDICAL TERMINOLOGY | CODING SKILLS (ICD-10-
CM) | COMMUNICATION SKILLS | TEAMWORK |
ADAPTABILITY | DECISION MAKING

LANGUAGES

Gujarati - Native | Hindi - Proficient | English - Proficient